



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

July 2006

To: School Food Authority Administrators – Milk Only Program

From: Christine Emerson, Director
School Nutrition Programs

Re: Administrative Update

It is once again time to update and submit your Sponsor and Site Information Sheets in the School Nutrition Programs software at www.opi.mt.gov/schoolfood/index.html. You may update this information anytime before **September 10, 2006** when your first Claim for Reimbursement for the 2007 school year is due.

Once you log into the software, click on Program Year 2007. Much of the information is carried over from last year, so it will not be time-consuming to complete as it was last year. Please take time to ensure that all information included on the Sponsor and Site Information Sheets is correct.

The majority of the information and forms to assist you in meeting the annual requirements of the School Nutrition Programs are available on the School Nutrition Programs website in the Lunch, Breakfast, Snacks and Milk page. Please download and print the forms for your district's use. The Letters to Households are available in Word so you may include your district's letterhead.

If you need assistance, please contact Holly Humphrey at (406) 444-4413 or hhumphrey@mt.gov; Lori Rittel at (406) 444-4416 or lrittel@mt.gov; or Kim Pullman at (406) 444-3532 or kpullman@mt.gov.

Enclosures